

## AMES LABORATORY PURCHASE CARD POLICY

### 1.0 APPROVAL RECORD

- Reviewed by: Training and Documents Coordinator (Hiliary Burns)
- Reviewed by: Environmental Specialist (Sarah Morris-Benavides)
- Reviewed by: Chief Accountant (John Clough)
- Approved by: Manager, Purchasing and Property Services (Andrea Spiker)
- Approved by: Legal Counsel (Barbara Biederman)
- Approved by: Assistant Director for Scientific Planning (Cynthia Jenks)
- Approved by: Associate Director, Sponsored Research Administration (Deb Covey)
- Approved by: Chief Operations Officer (Mark Murphy)
- Approved by: Chief Research Officer (Duane Johnson)
- Approved by: Deputy Director (Tom Lograsso)
- Approved by: Director (Adam Schwartz)

The official approval record for this document is maintained in the Training and Documents office, 105 TASF.

### 2.0 REVISION/REVIEW INFORMATION

The revision description for this document is available from and maintained by the author.

### 3.0 PURPOSE AND SCOPE

This policy for use of the Ames Laboratory/General Services Administration (GSA) Purchasing Card (hereinafter P-Card) has been compiled to assist the Ames Laboratory administration, Approving Officials and Cardholders in providing efficient, effective procurement service to Ames Laboratory through use of the P-Card, while enabling Ames Laboratory to comply with the requirements of its Contract with the Department of Energy (DOE) and with applicable government and Iowa State University (hereinafter ISU) purchasing regulations.

### 4.0 DISTRIBUTION

Distribution of this policy to all appropriate personnel is via the Ames Laboratory website.

### 5.0 GENERAL OVERVIEW

Commercial purchase card services provide Ames Laboratory with a means to simplify its small purchase procedures and improve its cash management by:

- a. offering an alternative to the use of purchase orders, blanket purchase agreements (BPAs), and imprest funds;
- b. streamlining the acquisition process by reducing paperwork, improving lead times, and expediting Contractor payments;
- c. reducing the administrative costs associated with small purchases, BPAs, and imprest fund transactions; and
- d. providing greater and more detailed statistical data and an audit trail as an aid in managing purchasing activities.

This policy has been formally approved by the Ames Laboratory Executive Council and the Ames Site Office (AMSO). The policies, instructions and procedures incorporated in this document enable Ames Laboratory to comply with the requirements of its contract with DOE, [Contract No. DE-AC02-07CH11358](#), (hereinafter Contract).

This policy is based on: (1) DOE Policy and Operating Procedures for Use of the GSA SmartPay2 Purchase Card, August 2012 Update; (2) requirements of the Contract between ISU

<b>Contact Person</b>	<u>Andrew Saxton</u>	<b>Revision</b>	3.0
<b>Document</b>	Policy 48300.006	<b>Effective Date</b>	04/01/2016
<b>Page</b>	2	<b>Review Date</b>	03/31/2019

and the DOE; (3) requirements imposed by Federal law, regulations, and DOE directives; (4) the terms and conditions of the GSA Master Contract No. GS-23FT0002; and (5) generally accepted best practices. This document implements these requirements and establishes Ames Laboratory operating procedures in areas not covered by law, regulation or contract language. In the event of any inconsistencies between this policy or the procedures contained herein, the terms and conditions of the Contract, or Federal Acquisition Regulation (FAR), the inconsistency will be resolved in favor of (1) the terms and conditions of the Contract, (2) the FAR, (3) the Department of Energy Acquisition Regulation (DEAR), (4) the terms and conditions outlined in GSA Master Contract No. GS-23FT0002 and (5) the policy and/or procedure outlined in this document.

Periodic updates to the contents of the document will be completed by the Purchasing and Property Services Office so as to remain current with good business practices and government requirements. Substantive revisions are submitted to Ames Laboratory Executive Council and AMSO for approval. The Purchasing Office will make minor revisions and update the document as needed.

Deviations from these policies require the concurrence of the Manager of Purchasing and Property Services.

Each employee of Ames Laboratory who uses a P-Card, or approves the use of a P-Card, and other staff providing review and oversight of this program is responsible for becoming familiar with the sections of the document pertinent to the performance of his or her duties.

## 6.0 DEFINITIONS

- 6.1 Abuse:** Use of the P-Card to buy authorized items, but at terms (e.g., price, quantity) that are excessive, are for a questionable government need, or both. An example of such a transaction would include purchase of items such as a day planner costing \$300 rather than one costing \$45.
- 6.2 Accountable Property:** All personal property (*not personally-owned*) considered nonexpendable whose expected useful life is two years or longer and whose acquisition value warrants tracking in the agency's property records, including capitalized and sensitive property.
- 6.3 Administrative Office:** The Ames Laboratory Purchasing and Property Services Office – the office with oversight responsibility for the P-Card program.
- 6.4 Administratively Controlled Property:** Durable (not consumable) equipment, under \$2,000, that does not require an individual property number (barcode) or record in the Property Management database. These items need to be identified as U.S. Government property to establish ownership by the Department of Energy.
- 6.5 Agency Program Coordinator (APC):** Responsible for managing the purchase card program at DOE Headquarters. The APC is the individual having overall responsibility for the management of the DOE-wide purchase card program.
- 6.6 Agency/Organizational Program Coordinator (A/OPC):** Responsible for managing the purchase card program at the contracting activity. The A/OPC is the individual having overall responsibility for the management of the Laboratory purchase card program. The A/OPC for Ames Laboratory is Andrew Saxton.

<b>Contact Person</b>	<u>Andrew Saxton</u>	<b>Revision</b>	3.0
<b>Document</b>	Policy 48300.006	<b>Effective Date</b>	04/01/2016
<b>Page</b>	3	<b>Review Date</b>	03/31/2019

- 6.7 Approving Official (AO):** Any individual delegated approving authority by the Purchasing Manager or designee. The AO is responsible for reviewing the monthly Statement of Account and supporting receipts for each Cardholder under his or her purview to ensure that purchases are made in accordance with all regulatory and procedural guidance contained or referenced herein. The AO is usually the Cardholder's supervisor or a person independent of the Cardholder, at a level equivalent to a supervisor.
- 6.8 Blanket Approval:** Written approval by an AO allowing their Cardholders to make purchases without seeking their AO's approval prior to each transaction.
- 6.9 Cardholder:** The Ames Laboratory employee with purchasing authority, who is issued the DOE Purchase Card, has his or her name embossed on the card, is the sole user of the card, and is the custodian of the card.
- 6.10 Competition:** When at least three responsible offerors, independently competing, provide quotations that can satisfy the Government's requirement, considering market price, quality and delivery.
- 6.11 Consolidated Statement:** A monthly statement sent by JP Morgan Chase (JPMC) to the Finance Office that shows purchases by and credits issued to all Cardholders under their purview.
- 6.12 Contracting Officer (CO):** Responsible for oversight of the Ames Laboratory Prime Contract.
- 6.13 Delegation of Authority:** A formal written delegation of Ames Laboratory P-Card purchasing authority that is issued by the Purchasing Manager or designee to a Cardholder with single purchase limit authority up to the micro-purchase threshold. This delegation specifies the single purchase and monthly dollar limitations and any other conditions applicable to Ames Laboratory P-Card purchases made by that individual, including identification of their AO.
- 6.14 Declined Transactions:** Transactions where authorization has been refused by the issuing bank's transaction authorization system.
- 6.15 Dispute:** Disagreement between a Cardholder and a merchant regarding items appearing on the Cardholder's monthly Statement of Account, which is presented to the issuing bank for resolution. Disputes could be the result of supplies/services billed to the Statement of Account but not received, the purchase card was not credited for merchandise returned, or and an unauthorized charge from the merchant.
- 6.16 Fair and Reasonable:** Determination the price is what a prudent person in the ordinary course of business would pay without any undue influence.
- 6.17 Fraud:** Any felonious act of corruption, attempt to cheat the government or corrupt the government's agents. Fraud may be committed either by government employees or by merchants. Indicators of potential fraud by government employees include: splitting a single requirement into multiple purchases in order to make it appear to be under the micro-purchase threshold; making false statements about what was purchased or how the purchase card was used; and using the purchase card for prohibited purchases. Indicators of merchant fraud include: false charges/transactions, mischarging, bribes and

<b>Contact Person</b>	<u>Andrew Saxton</u>	<b>Revision</b>	3.0
<b>Document</b>	Policy 48300.006	<b>Effective Date</b>	04/01/2016
<b>Page</b>	4	<b>Review Date</b>	03/31/2019

gratuities, kickbacks and purchases of goods or services that are unauthorized or acquired for personal use.

- 6.18 Government Purchase Card:** A distinctly designed VISA purchase card issued by JPMC under the GSA SMARTPAY2 Program. The plastic purchase card is embossed with the Cardholder's name and can only be used by the Cardholder. The card is uniquely designed so that it will not be easily confused with other cards.
- 6.19 Improper Purchases:** Purchases of goods or services intended for government use but not permitted by law or regulation.
- 6.20 Limits**
- 6.20.1 *Single Purchase Limit:* Maximum dollar limit for an individual purchase card transaction.
- 6.20.2 *Cycle Limit:* Maximum dollar amount authorized to be spent by a Cardholder within the billing cycle.
- 6.21 Micro-Purchase:** Acquisition of supplies or services using simplified acquisition procedures, the aggregate amount of which does not exceed the micro-purchase threshold of \$3,500, except for acquisitions of construction subject to the Construction Wage Rate Requirements (FAR 52.222-6), the threshold is \$2,000 and for acquisitions of services subject to the Service Contract Act, the threshold is \$2,500. See FAR Subpart 2.101, Definitions, for less commonly used thresholds.
- 6.22 Misuse:** Use of a Federal purchase card for other than the official government purpose(s) for which it is intended.
- 6.23 Organizational Program Coordinator (OPC):** Individual responsible for managing the purchase card program at the contracting activity or contractor organization.
- 6.24 Personal property:** All equipment, material, and supplies purchased by Ames Laboratory that is not classified as real property, intellectual property, internal use software, motor vehicles, federal government records, special nuclear material, or atomic weapons. *This definition does not refer to personally-owned property.*
- 6.24 Phishing:** A criminally fraudulent attempt to acquire sensitive information (user IDs, passwords, credit card details, etc.) by masquerading as a trustworthy source such as a financial institution.
- 6.25 Quality Significant:** Items in risk categories of public safety, worker safety, environmental protection, federal and state laws, orders and regulations, mission impact, and public perception. Some examples of these type items are radioactive materials, electrical equipment and devices that are not Underwriters Laboratories (UL) or Canadian Standards Association (CSA) approved, regulated equipment such as HEPA filters, fire extinguishers and first-aid kits, ionizing/non-ionizing radiation devices such as x-ray, laser, microwave or other radio frequency generation items, explosives, controlled substances, nanoscale materials, blood borne pathogens, ozone-depleting materials, and recycled content items like carpet and toner cartridges. See section 11.0 for a full list of items not to be purchased using the P-Card.

<b>Contact Person</b>	<u>Andrew Saxton</u>	<b>Revision</b>	3.0
<b>Document</b>	Policy 48300.006	<b>Effective Date</b>	04/01/2016
<b>Page</b>	5	<b>Review Date</b>	03/31/2019

- 6.26 Requisition:** A form of P-Card purchase log in which the Cardholder documents his/her individual transactions and screening for mandatory sources when using the P-Card. The Laboratory uses the purchase requisition tool in Deltek Costpoint software as a purchase log. Entries in the requisition should provide an audit trail supporting the decision to use the card and any required special approvals that were obtained. At a minimum, the requisition will contain the date on which the item or service was ordered, the merchant's name, the dollar amount of the transaction, and a description of the item or service ordered.
- 6.27 Sensitive Property:** Property potentially dangerous to the public safety or security if stolen, lost or misplaced, or that shall be subject to exceptional physical security protection, control, and accountability. Examples include weapons, ammunition, explosives, controlled substances, radioactive materials, hazardous materials or wastes, or precious metals (48 CFR Subpart 45.101). A listing of the precious metals is provided on the Sensitive Property List, Appendix 5.
- 6.28 Split purchase:** The deliberate practice of splitting a transaction into two or more smaller transactions to keep the purchase beneath the Cardholders single purchase limitation. If a purchase would exceed the Cardholder's single purchase limit, the purchase must be accomplished via the Ames Laboratory Purchasing Office.
- 6.29 30-Day Cycle:** Monthly reporting/billing cycle which begins on the 28<sup>th</sup> of one month and ends on the 27<sup>th</sup> of the following month.

## 7.0 PURCHASING AUTHORITY

Each Cardholder must have purchasing authority evidenced by a Delegation of Authority. This authority allows the Cardholder to use the P-Card to purchase goods and services within the established Single Purchase Limit and Monthly Spending Limit. A Cardholder must not be given purchasing authority until he/she has taken the required training and has a designated AO who has also taken the required training.

## 8.0 RESPONSIBILITIES

### 8.1 Manager, Purchasing and Property Services or designee will:

- 8.1.1 Designate an individual to serve as the A/OPC.
- 8.1.2 Determine who the AOs and Cardholders will be and ensure that purchasing authority is delegated to Cardholders and AOs in writing.
- 8.1.3 Ensure Approving Officials' review responsibilities are limited to no more than 5 Cardholders or 500 transactions per month.
- 8.1.4 Establish a Single Purchase Limit and Monthly Spending Limit as part of the Delegation of Authority for each Cardholder. The Single Purchase Limit and Monthly Cycle Limit delegated to the Cardholder shall accurately reflect the dollar levels of purchases that the Cardholder will be making as part of his/her official duties.
- 8.1.5 Establish and maintain written local procedures for use of the Ames Laboratory P-Card consistent with the procurement regulations, the GSA Contract Guide terms and conditions, and the DOE guidelines. This will include the establishment of procedures to ensure the physical security and proper use of the DOE Purchase Card Program and the conduct and documentation of an annual review addressing at least the considerations in the Self-Assessment Questionnaire in the DOE guidelines.

<b>Contact Person</b>	<u>Andrew Saxton</u>	<b>Revision</b>	3.0
<b>Document</b>	Policy 48300.006	<b>Effective Date</b>	04/01/2016
<b>Page</b>	6	<b>Review Date</b>	03/31/2019

- 8.1.6 Conduct and document annual reviews of Cardholder records to determine the extent of adherence to prescribed procedures, guidelines, policies, regulations, and good management practices and to identify any needs for improvement, guidance and/or training. Annual reviews are submitted to the APC and CO.
- 8.1.7 Ensure P-Card program training and related responsibilities are provided to AOs, Cardholders, and other appropriate personnel. This training includes mandatory initial training and biennial refresher training.
- 8.1.8 Ensure personnel procedures include return of the card in the departing employee's checklist. The procedures should ensure the card is returned to the A/OPC, who will deactivate the Cardholder account and dispose of the card.
- 8.1.9 Ensure that departing employees leave their log and records with the AO or another designated employee for appropriate retention.
- 8.1.10 Suspend or terminate Cardholder accounts if Cardholder violates regulations, policies, or procedures or does not submit monthly account reconciliations in a timely manner. Individual judgment will be used in the case of each violation. Consideration will be given to repeat offenses and to the severity of offense.
- 8.1.11 Refer Cardholders to the Chief Operations Officer or designee for suspension or termination if monthly account reconciliations are not submitted in a timely manner.
- 8.1.12 Suspend Cardholder accounts and AO designations if GSA SmartPay training has not been taken within 3 months of biennial training requirement.
- 8.1.13 Counsel and, if necessary, replace AOs who do not submit monthly account reconciliations in a timely manner.

**8.2 Agency/Organizational Program Coordinator** or designee will:

- 8.2.1 Implement and administer the P-Card program.
- 8.2.2 Establish policy and provide program guidance.
- 8.2.3 Monitor P-Card activity/usage for Ames Laboratory.
- 8.2.4 Serve as liaison between JPMC, Cardholders, and AOs.
- 8.2.5 Review and coordinate the approval of Delegations of Authority.
- 8.2.6 Process applications for new Cardholders.
- 8.2.7 Provide initial P-Card training for Cardholders.
- 8.2.8 Manage Cardholder JPMC accounts, including updates to account profiles.
- 8.2.9 Maintain records of Cardholder purchase limits.
- 8.2.10 Troubleshoot issues related to the P-Card program with Cardholders and JPMC.
- 8.2.11 Conduct reviews and assessments of Cardholders' purchases to ensure compliance with the regulations, policies, and agency procedures and refers violated regulations, policies and procedures to the Purchasing Manager for further consideration.
- 8.2.12 Close accounts upon compromise of account information, card loss, or Cardholder departure.
- 8.2.13 Maintain up-to-date inventory of purchase Cardholders and AOs.
- 8.2.14 Assist Cardholders and AOs in fulfilling their responsibilities.
- 8.2.15 Monitor bank transaction declination reports to identify potential fraudulent activity.
- 8.2.16 Monitor transaction reports during the billing cycles to disclose potential prohibited or improper use, and taking immediate action to address suspected legal or policy violations.
- 8.2.17 Review transactions and purchasing logs of newly appointed Cardholders within three months of their appointment.
- 8.2.18 Refer Cardholders and AOs to the Purchasing Manager or designee if monthly account reconciliations are not submitted in a timely manner or in cases of Abuse

<b>Contact Person</b>	<u>Andrew Saxton</u>	<b>Revision</b>	3.0
<b>Document</b>	Policy 48300.006	<b>Effective Date</b>	04/01/2016
<b>Page</b>	7	<b>Review Date</b>	03/31/2019

or Misuse of card privileges.

- 8.2.19 Submit OMB quarterly report information by the 10<sup>th</sup> of the month following the end of the quarter.
- 8.2.20 Ensure key duties are separated (making purchases, reviewing/auditing purchases).
- 8.2.21 Periodically, but no less than annually, review number of P-Cards and credit limits. Credit limits should be decreased if Cardholder's historical spending level is significantly less than the credit limit. If a P-Card is unused for at least 6 months, the card should be deactivated unless justified by approving official and approved by A/OPC for continued use.
- 8.2.22 Perform annual review of Cardholder records in accordance with section 13 and Attachment 10 of the DOE Policy and Operating Procedures for Use of the GSA SmartPay2 Purchase Card, August 2012 Update. Provide documentation of annual review to CO, including Cardholder names and limits.
- 8.2.23 Ensure that proper procedures are in place to adequately safeguard and control those items that are pilferable.
- 8.2.24 Conduct a random 10% monthly oversight review to identify any seemingly abnormal purchases so that they may be promptly reviewed and problems resolved.
- 8.2.25 Communicate to the CO any issues identified through audits/reviews, including the identifications of any transactions which have or may have resulted in unallowable costs.
- 8.2.26 Complete OPC SmartPay training no less than biennially and submit to the APC and Ames Laboratory Training Office.
- 8.2.27 Complete DOE data mining requests, as requested.

**8.3 Approving Official (AO)** will be appointed in writing by the Purchasing Manager. AOs shall ensure compliance with the procedures outlined herein and other guidance issued by Ames Laboratory regarding the credit card program, including, but not limited to the following:

- 8.3.1 Complete the required training and provide proof of training to the Ames Laboratory Training Office.
- 8.3.2 Determine single transaction and monthly purchase limits for each Cardholder under their purview.
- 8.3.3 Provide oversight of transactions for propriety, allowability, reasonableness of price, and fair and equitable distribution of activity among commercial sources.
- 8.3.4 Review and approve Cardholder monthly statements ensuring the statements have supporting documentation and are complete, accurate, and reflect only authorized purchases. Promptly forward the signed original, approved statement to Accounts Payable. If the AO is not available to review and approve the statement, the statement may be routed to the Purchasing Office for review and approval by the Purchasing Manager or designee.
- 8.3.5 Ensure requirements are not deliberately broken down into multiple transactions to keep the transaction within the single purchase limit of the credit card.
- 8.3.6 Ensure the Cardholder or designee has made the appropriate entries to Costpoint in a timely manner.
- 8.3.7 Notify the A/OPC or Purchasing Manager if there are suspected cases of fraudulent, improper, abusive, or questionable purchases by the Cardholder.
- 8.3.8 Do not authorize purchasing activity when funds are not available.
- 8.3.9 Retain statement copies and receipts in accordance with the records retention policy (section 9.0).

<b>Contact Person</b>	<u>Andrew Saxton</u>	<b>Revision</b>	3.0
<b>Document</b>	Policy 48300.006	<b>Effective Date</b>	04/01/2016
<b>Page</b>	8	<b>Review Date</b>	03/31/2019

8.3.10 Notify the A/OPC as soon as possible (in most cases prior to the event) to close any Cardholder accounts for individuals who have transferred, been terminated, retired, or otherwise left the Ames Laboratory or have no further need for use of the P-Card.

## 8.4 Cardholder

- 8.4.1 Safeguard the security of the credit card and account number at all times and preclude use thereof by anyone other than Cardholder and/or accidental use by the Cardholder.
- 8.4.2 Immediately report lost or stolen cards to JPMC or the A/OPC.
- 8.4.3 Use the P-Card solely to purchase official supplies and services in support of the Ames Laboratory mission, and ensure the P-Card is not used to purchase items for personal or unauthorized use.
- 8.4.4 Ensure the price quoted is fair, reasonable, and represents the full obligation of Ames Laboratory for the item or service acquired. Cardholders will ensure the prices quoted represent the total price to the Government, including shipping charges, packaging, etc., to avoid future billing and payment problems and ship all items purchased to the Laboratory.
- 8.4.5 Notify suppliers of damaged orders and coordinate return through the Materials Handling Office. If materials have been billed and the Cardholder is having difficulty resolving the problem, contact the A/OPC to work together in processing a formal dispute with JPMC.
- 8.4.6 Notify A/OPC of unusual/questionable requests and disputable transactions.
- 8.4.7 Provide the Tax Exempt Certificate to vendors as required. The sales tax exempt certificate may be requested from the Purchasing Office.
- 8.4.8 Attend scheduled training timely, as required and provide proof of completion to the Ames Laboratory Training Office. GSA SmartPay Purchase Card training must be retaken no less than biennially.
- 8.4.9 When purchasing Administratively Controlled Property, affix the "US Government Property—Ames Laboratory" tags to the property once received.
- 8.4.10 Comply with the requirements of FAR Part 8 entitled, Required Sources of Supplies and Services, FAR Part 12, Acquisition of Commercial Items, FAR Part 13, Simplified Acquisition Procedures, and FAR Part 23, Environmental, Energy and Water Efficiency, Renewable Energy Technology, Occupational Safety, and Drug Free Work Place when making purchases using the P-Card.
- 8.4.11 Consider small businesses, to the maximum extent practicable, when making purchases.
- 8.4.12 Do not "split" purchases in order to fall within the single purchase limit. If a purchase would exceed the single purchase limit, the purchase must be done by the Purchasing Office.
- 8.4.13 Take advantage of any savings, such as rebates, incentives, and any discounts offered by the vendor. All reimbursements, rebates, or discounts, if due or received by check, must be made payable or endorsed to the Ames Laboratory, not to the Cardholder. Checks should be forwarded to the OPC for deposit.
- 8.4.14 Complete P-Card requisition in Costpoint and submit completed Statement of Account and customer receipts to AO within five days of statement receipt. If the AO is not available to sign the statement, the statement may be routed to the Purchasing Office for review and approval by the Purchasing Manager or designee.
- 8.4.15 Retain statement copies and receipts in accordance with the records retention policy (section 9.0).

<b>Contact Person</b>	<u>Andrew Saxton</u>	<b>Revision</b>	3.0
<b>Document</b>	Policy 48300.006	<b>Effective Date</b>	04/01/2016
<b>Page</b>	9	<b>Review Date</b>	03/31/2019

8.4.16 Return P-Card to Purchasing Manager when no longer employed with Ames Laboratory or it is determined the card is no longer needed.

## **8.5 Receiving**

8.5.1 Tag personal property upon receipt per the Ames Laboratory Property Policy.

8.5.2 Distribute incoming orders to the proper personnel.

## **8.6 Accounting**

8.6.1 Review and reconcile all Statements of Account to the invoice submitted from JPMC.

8.6.2 Ensure payments to JPMC are made in accordance with the Prompt Payment Act.

8.6.3 Distribute P-Card charges and credits to the appropriate accounts.

8.6.4 Assure all payments meet the requirements of applicable law and regulations, including determining the availability of appropriations as to purpose for items purchased.

8.6.5 Notify P-Card A/OPC of any problems with individual Cardholder accounts.

8.6.6 Ensure that:

8.6.6.1 *Proper approvals are present on all statements before charging program office accounts;*

8.6.6.2 *Instances in which Cardholders' statements are not received in a timely manner are referred to the A/OPC; and*

8.6.6.3 *Program accounts are only charged in accordance with the funding direction provided on the approved Cardholder statements.*

## **8.7 Internal Audit**

Conduct periodic audits to ensure policies are being adhered to and system integrity is maintained.

## **8.8 Chief Operations Officer (COO)**

The COO retains the authority to cancel an employee's P-Card and will notify the Purchasing Manager, A/OPC, AO and Cardholder in writing if such action is taken.

## **8.9 Quality Control**

8.9.1 Review monthly P-Card line items for purchased materials requiring further review for assurance purposes.

8.9.2 Perform audit of identified materials to ensure fit for purpose.

## **8.10 Training Office**

8.10.1 Provide training notices to new Cardholders as requested by the A/OPC.

8.10.2 Notify Cardholders and Approving Officials of training and re-training, as required by GSA and DOE.

8.10.3 Maintain records of training obligation fulfillment for Purchasing Manager, A/OPC, AOs and Cardholders.

## **8.11 Property Services**

### **8.11.1 Personal Property Management**

Ames Laboratory maintains a personal property management database to maintain adequate inventory controls and accountability systems for all Government property under its control. A critical element of the personal property management program involves the acquisition, receipt and recording of the asset in the property database. The acquisition of personal property can be

<b>Contact Person</b>	<u>Andrew Saxton</u>	<b>Revision</b>	3.0
<b>Document</b>	Policy 48300.006	<b>Effective Date</b>	04/01/2016
<b>Page</b>	10	<b>Review Date</b>	03/31/2019

accomplished by a number of methods, including P-Card purchases.

#### 8.11.2 *Property Accountability*

Purchases shipped or delivered by the vendor are to be sent to Ames Laboratory's warehouse and will then be forwarded to Cardholder. Property purchased and hand carried by the Cardholder or delivered directly to the Cardholder requires inventory control identification and recording in the personal property management records, as appropriate. The Property Services Office will review the monthly transactions to identify any Administratively Controlled Property or Personal Property greater than \$2,000, and will ensure the assets are appropriately tagged and recorded in the Personal Property database.

## 9.0 RECORDS RETENTION

All Cardholder statements, receipts, packing lists and invoices must be retained for a period of ten years plus the current year. These documents shall be retained by the Cardholder or Approving Official, as determined by the AO. When a Cardholder has separated from Ames Lab, the Approving Official is responsible for the record retention requirements.

## 10.0 LIMITS

Use of the credit card by a Cardholder is subject to a single purchase limit and a monthly limit. The purpose of these dollar limits is as follows:

**10.1 Single Purchase Limit**—A limitation on the procurement authority delegated to the Cardholder by each Program Director/Manager. This limit cannot be changed or exceeded unless a revised Request for Credit Card form is submitted to the Purchasing Office by the Program Director/Manager. A single purchase use of the card may include multiple items. However, no single purchase may exceed the authorized Single Purchase Limit established for each Cardholder.

**10.2 Monthly Cycle Limit**—A budgetary limit. The total dollar value of purchases when using the card for any single statement period may not exceed the Monthly Cycle Limit set.

## 11.0 PROHIBITED PURCHASES

The following items and services are not allowed to be purchased on the Ames Laboratory P-card because they 1) are unallowable per the Contract, 2) prohibited by the Department of Energy Policy and Operating Procedures for Use of the GSA SmartPay2 Purchase Card, August 2012 Update; and/or 3) prohibited via Ames Laboratory policy,

**Purchasing agents may use their P-card for many of these items. These items are denoted with an asterisk (\*) in the list below. (Other groups may have blanket approval to purchase items prohibited on this list. Individual approvals will be kept in cardholder files with the A/OPC.)**

Following is a list of items that have been determined to be prohibited:

### **Equipment:**

- Computing Devices (e.g. desktop, laptop, tablets, thin clients, mini-PCs) \*
- Servers\*
- Copiers
- Monitors\*
- Printers\*

<b>Contact Person</b>	<u>Andrew Saxton</u>	<b>Revision</b>	3.0
<b>Document</b>	Policy 48300.006	<b>Effective Date</b>	04/01/2016
<b>Page</b>	11	<b>Review Date</b>	03/31/2019

- Fax Machines
- Scanners\*
- Software requiring a negotiated license agreement between DOE and the contractor (excludes “shrink wrap” license affixed to commercially available software).<sup>\*</sup> Software already available and provided for by the University or the Laboratory, for example, Windows Operating Systems.
- Telecommunications equipment, including phones, cell phones, and Wi-Fi routers, switches, and local area networks<sup>\*</sup>
- USB Flash Memory

#### **Services:**

- Any service requiring a signed contract
- Advertising (unless approved by the Accounting Manager)
- Construction Services & Repair of Facilities
- Janitorial services
- Personnel services (labor)
- Printing or copying services, reprints
- Publication fees<sup>\*</sup> Telecommunications<sup>\*</sup>, telephone services<sup>\*</sup> (unless authorized by the A/OPC or Purchasing Manager)
- Professional Services<sup>\*</sup> (i.e. architect, computer programmer)
- Repair Services or Technical Services greater than \$500<sup>\*</sup> (unless authorized by the A/OPC or Purchasing Manager)

#### **Personal Items, Office Conveniences and Gifts:**

- Books/publications not directly related to job
- Business cards and letterhead
- Office decorations (e.g. plants, pictures or other decorations)
- Office conveniences (e.g. refrigerators, microwaves, coffee pots)
- Flooring<sup>\*</sup> (unless approved by the A/OPC or Purchasing Manager)
- Furniture<sup>\*</sup> (unless approved by the A/OPC or Purchasing Manager)
- Cards, flowers or gifts for departing or hospitalized employees

#### **Travel Expenses:**

- Food such as meals, drinks, or other travel related subsistence costs
- Hotel/Lodging
- Travel to include airline, bus, train, or other travel related tickets<sup>\*</sup> (unless authorized by the A/OPC or the Purchasing Manager)
- Vehicle expenses (personal or rental), including repairs, gasoline or oil, including the purchase of supplies or services for GSA fleet.

#### **Quality Restricted Items and Hazardous Materials:**

- Gases, including liquid form (cylinders, dewars, and lecture bottles)
- Chemicals used for research (e.g. chemicals from companies like Sigma-Aldrich, Fisher Scientific, Alfa-Aesar, and VWR should be placed on a Purchase Order) (Purchasing Agents may use P-card after receiving approval by ESH&A) <sup>\*</sup>
- Pyrophoric or explosive materials
- Precious Metals in all forms (including wire, sheet, rod, and powder), this includes gold, silver, platinum, palladium, rhodium, iridium, ruthenium and osmium
- Quality significant items as further explained below (see Definitions section 6.20)
  - a. Radioactive and hazardous materials
  - b. Non-UL or CSA-listed electrical equipment/devices

<b>Contact Person</b>	<u>Andrew Saxton</u>	<b>Revision</b>	3.0
<b>Document</b>	Policy 48300.006	<b>Effective Date</b>	04/01/2016
<b>Page</b>	12	<b>Review Date</b>	03/31/2019

- c. HEPA filters, fire extinguishers and first-aid kits
- d. Ionizing/non-ionizing radiation devices such as x-ray, laser, microwave or other radio frequency generation equipment
- e. Explosives
- f. Controlled substances
- g. Nanoscale materials (engineered and in an unbound state)
- h. Biological materials (pathogenic to humans, plants, animals)

**Other:**

- Items subject to export control laws and regulations of the US or another country.
- Cash advances, money orders, convenience checks, and gift certificates
- Convenience fees or merchant fees for processing orders
- Personal clothing or footwear except uniforms and safety shoes
- Registration fees; fees for registrations outside the local area that would require a travel authorization cannot be purchased by anyone other than Purchasing and Property Services personnel following receipt of the appropriate signed authorization (fees for on-line, local classes at ISU or in Ames are allowed) \*
- Rental or lease of land or buildings
- Subscriptions/memberships not preapproved by the Chief Operations Officer (Appendix 6)
- Any costs expressly stated as unallowable per the Contract.
- See Section 24 "Prohibitions and Restrictions" of DOE Guidelines.
- **Purchases that utilize third party payment merchants such as PayPal and MyPay are prohibited except with written approval of the A/OPC. The Cardholder must make every attempt to choose another merchant from which to procure the goods and /or services. If it remains necessary to procure using a third party payment merchant, the AO must ensure there is adequate supporting documentation showing that there was a detailed review of the purchase and that the use of the third party payment merchant was unavoidable. This documentation shall be forwarded to the A/OPC for approval of the third party payment merchant transaction. Note that transactions made with third-party payment merchants are considered high-risk transactions for both subsequent audit and data mining screening.**

## **12.0 TRAINING REQUIREMENTS**

- 12.1** Cardholders and Approving Officials will receive initial training from the A/OPC prior to activation of the P-card. The A/OPC will cover the specific procedures for using the card, recording purchases in Costpoint, and the role and responsibilities associated with acting as an AO. The Training Office will conduct and document all required on-line training. These trainings include: GSA SmartPay Purchasing Program, Sustainable Acquisition Training for Purchase Cardholders and Approving Officials, and the Ames Laboratory Purchase Card Policy Training.
- 12.2** Mandatory biennial Cardholder and Approving Official retraining will include re-taking the GSA SmartPay Purchasing training. As part of the refresher training, Cardholders and AOs will complete a certification that they have read and understand the Ames Laboratory Purchase Card Policy & Procedures.
- 12.3** The A/OPC and Purchasing Manager are also required to take the GSA SmartPay Purchasing training for A/OPCs.

<b>Contact Person</b>	<u>Andrew Saxton</u>	<b>Revision</b>	3.0
<b>Document</b>	Policy 48300.006	<b>Effective Date</b>	04/01/2016
<b>Page</b>	13	<b>Review Date</b>	03/31/2019

**12.4** Cardholders and AOs that do not maintain required training within three months of expiration will have P-cards and/or AO designations suspended until training is completed.

### **13.0 ABUSE**

Use of the P-Card for other than official Government business may be considered as an attempt to commit fraud against the U.S. Government and may result in immediate cancellation of the card and disciplinary action against the Cardholder under applicable Departmental or Government-wide administrative procedures. Suspected fraudulent misuse should be reported to the A/OPC for further investigation and then as appropriate or required to the Office of the Inspector General. The Cardholder will be personally liable to the Government for the amount of any non-approved purchases and possible subjection to a penalty under 18 U.S.C. 287.

### **14.0 CONFLICT OF INTEREST**

P-cards may not be used for purchases from any conflict of interest vendor unless prior approval is given by the Ames Laboratory Purchasing Manager and by the ISU Purchasing Office. These conflict of interest vendors are in some way associated with employees of ISU and purchases from them require additional oversight, placement on a list of approved conflict of interest vendors, and possibly a different method of procurement. These vendors are in some way associated with employees of ISU and approval must be obtained before ordering from these vendors. The [ISU Purchasing website](#) contains additional information regarding this matter, including how to identify conflict of interest vendors.

### **15.0 REFERENCES**

**15.1 General Services Administration Contract No. GS-23-FT0002**

**15.2 Contract DE-AC02-07CH11358**

**15.3 Department of Energy Guidelines and Operating Procedures for Use of the GSA SmartPay2 Purchase Card, August 2012**

### **16.0 ATTACHMENTS**

**Ames Laboratory Purchase Card Procedures**

<b>Contact Person</b>	Andrew Saxton	<b>Revision</b>	3.0
<b>Document</b>	Procedure 48300.006	<b>Effective Date</b>	04/01/2016
<b>Page</b>	1	<b>Review Date</b>	03/31/2019

## AMES LABORATORY PURCHASE CARD PROCEDURE

### 1.0 REVISION/REVIEW LOG

The revision description for this document is available from and maintained by the author.

### 2.0 GENERAL PROCEDURES

#### 2.1 Utilization of Small Business

Cardholders shall consider small businesses to the maximum extent practical when making purchases.

Cardholders should consider using GSA Advantage (<https://www.gsaadvantage.gov>) to search for small business award opportunities.

#### 2.2 Buy Green

The Ames Laboratory prime contract contains several clauses requiring the Laboratory to purchase recycled products, EnergyStar and FEMP-designated products, and Biopreferred Products. Both Congress and the President have directed federal agencies and contractors to be good stewards of the environment by conserving energy and other precious natural resources by purchasing products and services that conserve resources. This is generally referred to a “green” purchasing. The six components to the Federal green purchasing program are:

- Recycled content products
- Energy Star and FEMP-designated energy efficient products, low standby power devices, and renewable energy
- Biobased products
- Alternative fuel vehicles/alternative fuels
- Environmentally preferable products and services
- Non-ozone depleting substances

The purchase of these products is required by law or executive order unless the products do not meet your performance needs, are not reasonably available, or are only available at an unreasonable price. Further guidance is available in DEAR Part 923, FAR Part 23, Environment, Energy and Water Efficiency, Renewable Energy Technologies, and Occupational Safety, and Drug-Free Workplace. GSA provides a spreadsheet of the entire product list at [www.gsa.gov/greenproductscompilation.com](http://www.gsa.gov/greenproductscompilation.com).

DOE has provided further guidance and training in this Powerpoint presentation, entitled [Sustainable Acquisition Training for Purchase Cardholders and Approving Officials](#).

#### 2.3 Price Reasonableness

Cardholders are not required to obtain competitive offers when making purchases; however, Cardholders must at all times obtain fair and reasonable prices. The determination that a price is fair and reasonable may be based on current price lists, catalogs, advertisements, value analysis, or the Cardholder’s personal knowledge of the item being purchased.

#### 2.4 Conflict of Interest

P-cards may not be used for purchases from any conflict of interest vendor unless prior approval is given by the Ames Laboratory Purchasing Manager and by the ISU

<b>Contact Person</b>	Andrew Saxton	<b>Revision</b>	3.0
<b>Document</b>	Procedure 48300.006	<b>Effective Date</b>	04/01/2016
<b>Page</b>	2	<b>Review Date</b>	03/31/2019

Purchasing Office. These conflict of interest vendors are in some way associated with employees of ISU and purchases from them require additional oversight, placement on a list of approved conflict of interest vendors, and possibly a different method of procurement. These vendors are in some way associated with employees of ISU and approval must be obtained before ordering from these vendors. The [ISU Purchasing website](#) contains additional information regarding this matter, including how to identify conflict of interest vendors.

## 2.5 Abuse

Use of the card for other than Official Government business may be considered as an attempt to commit fraud against the U.S. Government and may result in immediate cancellation of the card and disciplinary action against the Cardholder under applicable Departmental or Government-wide administrative procedures. Suspected fraudulent misuse should be reported to the A/OPC for further investigation and then as appropriate or required to the Office of the Inspector General. The Cardholder will be personally liable to the Government for the amount of any non-approved purchases and possible subjection to penalty under 18 U.S.C. 287.

## 3.0 CARDHOLDER PROCEDURES

### 3.1 General Process

- 3.1.1 Identify the need
- 3.1.2 Determine if item may be purchased via P-card (Section 11.0 of Policy)
- 3.1.3 Select vendor
- 3.1.4 Ensure price is fair and reasonable (Section 2.3 of Procedures)
- 3.1.5 Cardholder places the order (Section 3.2 of Procedures)
- 3.1.6 Order information recorded in Costpoint (Appendix 4)
- 3.1.7 Receive delivery/handle any delivery problems (Section 3.3 & 3.4 of Procedures)
- 3.1.8 Reconcile monthly statement in a timely manner
- 3.1.9 Forward statement and supporting documents to AO for signature approval. If items are purchased that appear intended for personal use, it is recommended to document in the supporting documentation how the item will be used for official use.
- 3.1.10 Make copy of signed statement and attach to supporting documents for official file (must be retained for ten years plus the current year)
- 3.1.11 Send original signed statement to Accounts Payable for payment

### 3.2 Placing an Order

- 3.2.1 Explain to the seller that the purchase is for Ames Laboratory, a Contractor for the U.S. Department of Energy. Ask for Government/GSA discounts. Inform seller that Ames Laboratory is exempt from Iowa sales tax. Cardholder may need to provide Sales Tax Exemption Certificate (may be requested from the Purchasing Office).
- 3.2.2 Merchants are not to impose a minimum amount or a surcharge in exchange for accepting payment via charge card. If a merchant normally accepts card payments, they cannot charge a convenience or merchant fee.
- 3.2.3 Verify the delivery date and exact billing amount, including shipping and/or other charges. Do not use Shipping Collect for method of delivery.

<b>Contact Person</b>	Andrew Saxton	<b>Revision</b>	3.0
<b>Document</b>	Procedure 48300.006	<b>Effective Date</b>	04/01/2016
<b>Page</b>	3	<b>Review Date</b>	03/31/2019

- 3.2.4 Place the order using the P-Card. The Laboratory has two receiving areas. The DOE warehouse is used for Less-than-Truck Loads (LTL) and large equipment items. For most P-card purchases, you will use the Spedding Hall Dock address. Instruct the seller to place the invoice and packing list inside the package and deliver as follows:

**Your Name/Credit Card Order**  
**Ames Laboratory**  
**2416 Pammel Drive**  
**Spedding Hall Dock**  
**Ames, IA 50011-2416**

**IMPORTANT:** THE WORDS “CREDIT CARD” NOTIFY SHIPPING & RECEIVING THAT THE PACKAGE IS NOT PURCHASE ORDER RELATED. IT IS EXTREMELY IMPORTANT THIS APPEAR ON THE SHIPPING LABEL ON THE OUTSIDE OF THE PACKAGE TO AVOID RECEIVING COMPLICATIONS. **Purchases shall not be shipped to any other address than the Ames Laboratory Warehouse unless approved by the A/OPC or Purchasing Manager (An acceptable exception to this rule would be individuals who are working off-site.)**

- 3.2.5 Inform the seller that a sales draft or transaction record should not be processed until the goods are shipped.
- 3.2.6 Enter each transaction into Costpoint (Appendix 4). Each item should be entered into its own line within Costpoint; however, like items can be combined. Shipping and handling charges must be listed as a separate line item. All Sensitive Property items must also be listed on individual lines for identification and tagging (Appendix 5).

### 3.3 Tracking Item Receipt

- 3.3.1 As material is delivered, indicate material received by updating Costpoint requisition (Appendix 4).
- 3.3.2 Keep all sales receipts, invoices and/or packing slips together. These will be attached to the statement upon reconciliation.
- 3.3.3 If items are billed, but the material has not been received, contact the vendor for the status of the order. If the statement has not been billed for an item, but still shows outstanding in Costpoint, call the vendor to expedite the order. Document conversations.
- 3.3.4 If the vendor is not able to provide the material ordered, they should credit the account.

### 3.4 Resolving Problems with Orders

- 3.4.1 All or some of the order was not received –
- 3.4.1.1 Contact seller to verify shipment. Obtain the date shipped, carrier, and tracking number.
- 3.4.1.2 If product shipped but not received, instruct seller to report back to you with status. Document conversations.
- 3.4.1.3 If material has not been delivered, make arrangements for the material to be delivered or to credit the account if already billed.
- 3.4.2 A wrong, defective, or damaged item was received (including warranty returns)

<b>Contact Person</b>	Andrew Saxton	<b>Revision</b>	3.0
<b>Document</b>	Procedure 48300.006	<b>Effective Date</b>	04/01/2016
<b>Page</b>	4	<b>Review Date</b>	03/31/2019

3.4.2.1 Call seller to verify the item ordered, or to inform them that a defective/damaged item was received and arrange to have the item shipped back. This includes:

1. Return authorization number (often referred to as RMA# or RA#)
2. Address to ship the item to for repair/replacement
3. Carrier preference
4. Original shipping number
5. Date of original delivery

3.4.2.2 Complete the [Ames Laboratory Shipping Order](#)

3.4.2.3 Replace item in original packaging (if possible) and affix the return authorization number/code to the outside of the package. Make a copy of the return authorization materials and the invoice to keep for records.

3.4.2.4 Take the shipping order, package, return authorization materials and invoice to the Materials Handling Office (153 Spedding) for return shipment.

3.4.2.5 Arrange for the seller to ship the proper material or to have the order cancelled and the Cardholder account credited.

3.4.3 Invoice missing or incorrect per quote – Request the supplier send a correct copy to you and verify that the billing will be corrected as applicable.

### 3.5 Reconciling the Statement of Account

3.5.1 Statements will be available to Cardholders at the end of each billing cycle via <https://gov1.paymentnet.com>. Cardholders are responsible for logging in, downloading their monthly statement, printing it, and reconciling the statement against the invoices and Costpoint (Appendix 4).

3.5.2 Compare your Costpoint entries to your monthly statement.

3.5.3 Verify the price quoted is the same as the price appearing on the Statement of Account. If there are discrepancies, communicate with the vendor to try to resolve the problem. Document all information for future reference. Notify Accounts Payable if charge is not to be paid.

3.5.4 Complete the verification process and forward the statement and supporting documentation to the AO.

3.5.5 Forward the statement and supporting documentation including all receipts, to the AO for approval within five days of receipt. AOs will review all completed Cardholder statements, certify all purchases are allowed under the P-Card program, resolve any questions, approve each statement for payment and deliver the completed statement to Accounts Payable.

3.5.6 STATEMENTS MUST BE RECONCILED BY CARDHOLDERS, APPROVED BY THE AO AND SENT TO ACCOUNTS PAYABLE (224 TASf) WITHIN 10 DAYS OF RECEIPT.

3.5.7 A signed copy of the Cardholder's statement, along with all supporting materials such as packing slips and sales receipts, shall be retained by the Cardholder or AO for further review by appropriate officials as required for ten years plus the current year.

### 3.6 Resolving Statement Discrepancies

3.6.1 Contact the vendor to attempt to resolve the problem. Notify the A/OPC of any unresolved discrepancies.

3.6.2 Note the name of the person who is handling your problem, their phone number and explanation.

<b>Contact Person</b>	Andrew Saxton	<b>Revision</b>	3.0
<b>Document</b>	Procedure 48300.006	<b>Effective Date</b>	04/01/2016
<b>Page</b>	5	<b>Review Date</b>	03/31/2019

- 3.6.3 If you were charged incorrectly, the seller should credit you the difference on your next statement. When you receive that statement, enter the amount shown on the statement into Costpoint as a credit.
- 3.6.4 If unable to resolve the discrepancy and an item on your statement should not be paid in full, contact the A/OPC to work together in processing a formal dispute with JPMC.
- 3.6.5 Accounts Payable pays the entire amount and it is up to Cardholder to settle the dispute with the vendor and receive a credit.  
NOTE: If the disputed charge is sales tax erroneously charged by the seller, the amount of the tax cannot be disputed to the bank. Ames Laboratory must pay the tax to the bank. Cardholders are expected to make every reasonable effort to obtain credit from the seller for the amount of the tax.

### **3.7 Lost or Stolen Cards**

Cardholders should immediately notify JPMC (1-888-297-0781) and/or the A/OPC of the loss. A new card will be issued. A card that is subsequently found after being reported lost or stolen shall be given to the A/OPC. JPMC will mail a new card within 2 business days of the loss or theft. Cardholders should contact the A/OPC for activation instructions.

### **3.8 Changes to the Employment Status of Cardholder**

The Cardholder will surrender the P-Card to the Purchasing Manager during the Ames Laboratory employee checkout process. The account will be closed and the card subsequently destroyed.

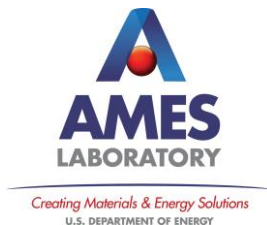
## **4.0 RECEIVING PROCEDURES**

If material is discovered damaged upon receipt at the warehouse, the Cardholder will be notified so the Cardholder can contact the vendor about the problem. The material will be forwarded to the requestor upon direction of the Cardholder.

If damaged material is identified after delivery to the requestor, it will be the requestor's responsibility to notify the vendor and coordinate the return of the material with the Materials Handling Office. All damaged material shall be shipped back via the Materials Handling Office.

## **LIST OF APPENDICES**

- Appendix 1    [Request for Ames Laboratory Purchase Card](#)
- Appendix 2    Delegation of Authority
- Appendix 3    Appointment as a Purchase Card Approving Official
- Appendix 4    Entering a P-Card Requisition in Costpoint 7
- Appendix 5    Sensitive Property List
- Appendix 6    [Subscription/Membership Approval Form](#)



APPENDIX 1

REQUEST FOR AMES LABORATORY PURCHASE CARD

To be completed for a **request** or **modification** of an Ames Laboratory credit card.

Submit requests to:  
Purchasing, 211 TASF

Date: \_\_\_\_\_

From: \_\_\_\_\_  
(Program Director) (Program name)

Please issue/modify a credit card to: \_\_\_\_\_  
(Employee name)

\_\_\_\_\_  
(Office address)

\_\_\_\_\_  
(Employee e-mail address)

\_\_\_\_\_  
(Employee #) (Telephone #)

The Single Transaction Limit will be: \_\_\_\_\_.  
(\$3,500 maximum)

The Monthly Transaction Limit will be: \_\_\_\_\_.

\_\_\_\_\_ I hereby grant Blanket Approval for the above employee to use their P-Card without my prior approval.

\_\_\_\_\_ I hereby require the above employee to obtain my written approval prior to each transaction and retain the written approval in their file documentation.

\_\_\_\_\_  
(Program Director) (Approving Official if different than Program Director)

-----  
For Purchasing Office use only.

Request is approved.

\_\_\_\_\_  
Purchasing Manager or A/OPC Date



## Interoffice Communication

## APPENDIX 2

**DATE:**

**TO:**

**FROM:** Andrea Spiker  
Manager, Purchasing and Property Services

**SUBJECT:** Delegation of Authority

---

You are hereby delegated Blanket Approval authority to purchase supplies and services and pay for those purchases using the Ames Laboratory GSA/SmartPay2 Purchase Card.

Your Approving Official is: .

Your Single Transaction Limit is: \$ .00.

Your Monthly Cycle Limit is: \$ .00.

Supplies or services may be purchased, consistent with your organizational responsibilities, Single Transaction Limit, and Monthly Cycle Limit established by your Approving Official, to satisfy legitimate requirements.

All purchases must be made in accordance with applicable laws and regulations including, but not limited to, the Federal Acquisition Regulation (FAR), the DOE Acquisition Regulation (DEAR), and the Ames Laboratory Purchase Card Policy ("Policy").

Your attention is directed to Section 8.4 of the Policy for a detailed account of your responsibilities as Cardholder. This delegation does not authorize you to procure any of the supplies or services listed in the Policy's Section 11.0 Prohibited Purchases.

This delegation shall automatically terminate upon separation from Ames Laboratory.



## Interoffice Communication

## APPENDIX 3

**DATE:**

**TO:**

**FROM:** Andrea Spiker  
Manager, Purchasing and Property Services

**SUBJECT:** Appointment as Purchase Card Approving Official

In accordance with Section 8.3 of the Ames Laboratory Purchase Card Policy ("Policy"), you are hereby appointed as an Approving Official for Ames Laboratory. The current Cardholders under your authority are indicated below:

NAME	SINGLE PURCHASE LIMIT	MONTHLY PURCHASE LIMIT

Your responsibilities include but are not limited to the following:

- (1) Ensure each Cardholder has received training and understands the requirements for use of the Ames Laboratory/GSA SmartPay2 Purchase Card.
- (2) Ensure items purchased are for official government use and are identified as allowed expenses per Section 11 of the Policy.
- (3) Review and approve Cardholder monthly Statement of Account, ensuring that the statements have supporting documentation and are complete, accurate, and reflect only authorized purchases.
- (4) Verify the validity of all purchases listed in the Cardholder monthly Statements of Account prior to certification.
- (5) Promptly sign, date and forward all Cardholder Statement of Accounts to the Accounts Payable Office (224 TASf) in a timely manner.

This appointment is valid until terminated or no longer an employee of the Ames Laboratory.

You are required to sign, date, and return a copy of this appointment letter to the Purchasing Office (211 TASf). Should you have any questions concerning these instructions or the level of your authority, please contact Andrea Spiker at 4-6738.

### APPROVING OFFICIAL ACKNOWLEDGEMENT

In accordance with Ames Laboratory Purchase Card Policy, I have reviewed, understand, and acknowledge my responsibilities as an Ames Laboratory Purchase Card Approving Official. I have completed the required Approving Official training as recommended by the Agency/Organizational Program Coordinator.

---

(Signature)

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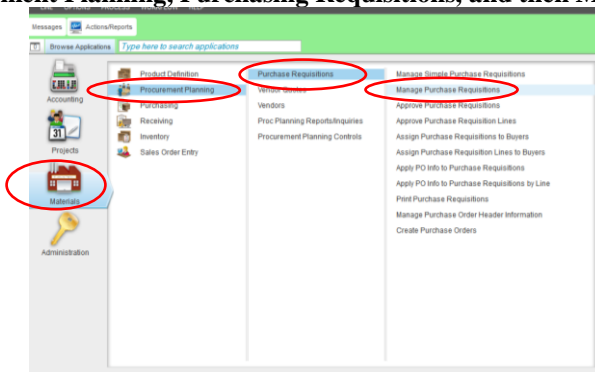
(Date)

## ENTERING A CREDIT CARD REQUISITION IN COSTPOINT 7

## 1. Log in to Costpoint.

- A** Enter User ID – same as network log-on
- B** Enter Password – same as network log-on
- C** Enter Database – always deltekcp
- D** Click the “Log In” button or press the Enter key


## 2. Click on Materials, Procurement Planning, Purchasing Requisitions, and then Manage Purchase Requisitions.



**\*Note:** Your Requisition Line set up will not be the same as Costpoint 6. See Appendix A for instructions on how to organize fields.

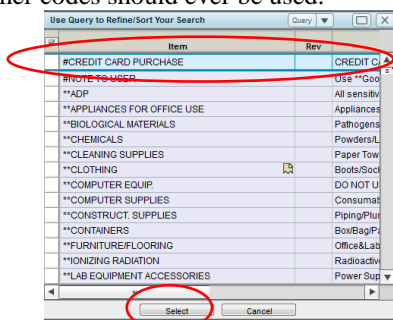
## 3. In the Enter Requisitions screen:

- F** Enter Requisition ID number – Cardholder Ames Laboratory ID-FYMM (12345-1502 for November 2014) for the month in which the charges were incurred. (See \*note below)
- G** Enter CRDCARD for the Approval Process
- H** Enter Cardholder’s Ames Laboratory ID Number in the ID field and press Tab to auto populate the Name, and Org. To populate Phone, click magnifying glass in the field and select the phone number.
- I** Click “New” in the Requisition Lines bar.
- J** Line 1, Line Rev 0 will appear in the order table (Line # will change for each line entry).

**\*Note:** when typing in the requisitioner Employee ID, this screen will pop up.  Click Cancel.

#### 4. Enter Line Item detail:

- K** Click on Magnifying Glass in the item field to find item code. Select “#CREDIT CARD PURCHASE”. No other codes should ever be used.



- L** Tab to Description and enter description of purchase. Each item purchased must have its own line; however, like items may be combined per the P-Card Procedure §3.2.5

- M** Tab to Line Notes and enter the vendor name/website.

- N** Tab to Quantity and enter the quantity of the items ordered.

- O** Tab to Req U/M and enter the unit of measure of the item(s) ordered.

- P** Tab to Est Unit Cost and enter the cost of each unit. The Est Extended Cost Amt will auto fill.

- Q** Tab to the Requested Date and enter the current date.

- R** Tab to Internal Notes and enter the justification for the purchase. This may also include a statement of how an item will be used.

- S** Tab to Target Place Date and enter the current date.

- T** Tab to Vendor Part and, if available, enter vendor's part number for the item ordered.

- U** Click on the Accounts subtask.

## 5. Enter payment account information:

- V** Click on “New” for a new line
- W** Enter Project Abbrev (i.e., 421101). Project and organization will auto populate.
- X** Enter Account (e.g., xx-3050-01, xx-3130-01). Please see chart (Appendix B) for instructions on how to fill out account information. The “xx” is your project prefix (e.g. 50, 60, 65).  
If the item is to be charged to more than one Project, repeat the steps above and assign the appropriate dollar amount or allocation percent to each account.
- Y** Click OK to save and return to the Enter Requisitions screen.

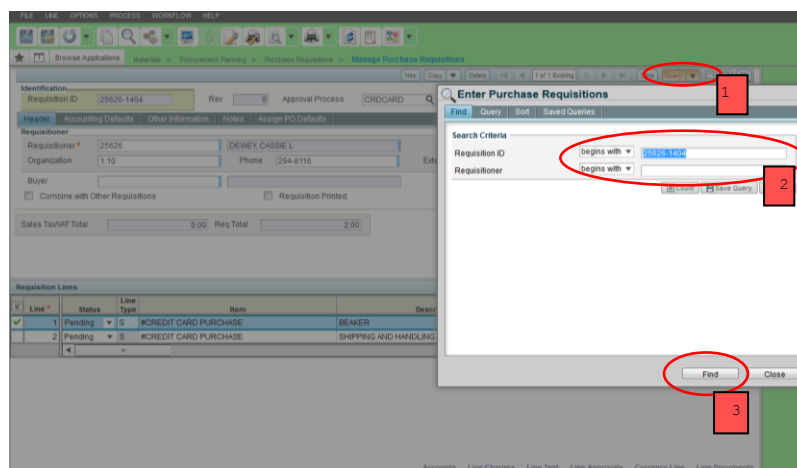
## 6. Enter additional line items:

- Z** Once you return to the Manage Purchase Requisitions screen, click “New” on the Requisitions Lines bar to make the next entry, and start again at letter “K” above.
- a** Remember that shipping and handling charges MUST be on a separate line from the items ordered.
- b** Click “Save” in the icon bar as you finish each entry.
- c** Each time you save, a warning message will appear letting you know the requisition will not submit until you check the “Submit for Approval” box. (See letter d)
- d** If you have reconciled your statement and entered all items appropriately on the requisition, click the check box next to “Submit for Approval” then click save.

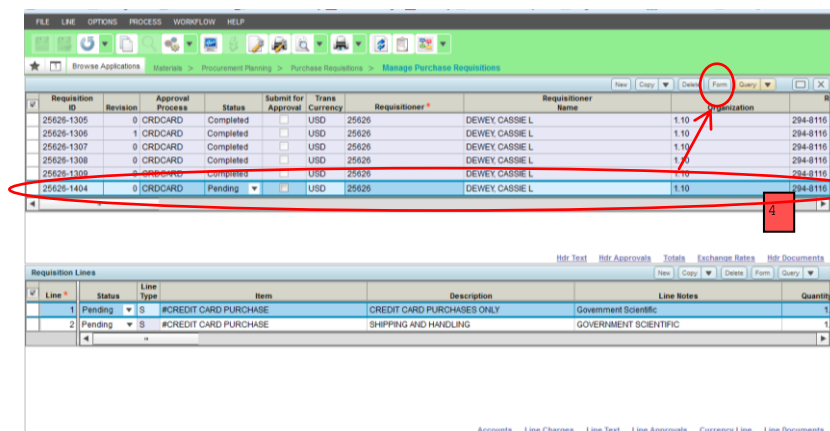
## LOCATING AN EXISTING REQUISITION

Complete steps 1 & 2 in Entering a Credit Card Requisition to log in and arrive at the Enter Requisitions screen.

- 1 With the cursor in the Manage Purchase Requisitions screen, click on the “Query” icon.
- 2 Enter the requisition number or Employee ID you wish to locate.
- 3 Click Find to populate the associated list of requisitions. If the requisition number was entered, Costpoint will skip this step and take you directly to the requisition.



- 4 Highlight the desired requisition and click on Form. NOTE: Only requisitions with “Pending” in the Status field are eligible to be altered. Requisitions with any status other than “P” cannot be modified, but they can be cloned.



## CLONING AN EXISTING REQUISITION (can be used to create next month's requisition)

Open the requisition you wish to clone into Enter Requisitions.

- 1 Press F4 to prompt the Clone screen (or click "File" and select "Clone" from the drop down menu) and the identical record will appear (with no Requisition No).
- 2 Assign a new Requisition No (see 3F in Entering a Credit Card Requisition in Costpoint).

The screenshot shows the 'Manage Purchase Requisitions' window. The 'FILE' menu is open, and the 'Clone Record' option is highlighted. The window displays various fields for requisition details, including Requisition ID, Status, and Description.

## DELETING A LINE ITEM

Locate your existing requisition from which you wish to delete a line.

- 1 Click on the line number you wish to delete (it will highlight).
- 2 Click Delete on the Requisition Lines bar.

The line number will disappear and an "x" will appear to the left of the deleted line, indicating the line was successfully deleted and will be removed from the screen after the next save. If you wish to keep the line, you can press undelete (you must do this before you save).

The screenshot shows the 'Manage Purchase Requisitions' window. The 'Requisition Lines' bar is visible, and the 'Delete' button is highlighted. The window displays various fields for requisition details, including Requisition ID, Status, and Description.

## RECORDING CREDITS

Follow the process for entering a line item onto the requisition.

- 1 In the Description field, enter the reason for the credit and the vendor name.
- 2 Tab to Line Notes and enter the amount of the credit as "\$x.xx" and include any additional relevant information.
- 3 Tab to Qty and enter 1. Leave Est Unit Cost at 0.00. Tab to Requested Date then Target Place Date and enter the current date. Tab to Target Placement Date and enter current date as well.
- 4 Click on the Accounts subtask and enter the appropriate accounts to credit (see section 5 in Entering a Credit Card Requisition).

The screenshot shows the 'Manage Purchase Requisitions' window. The 'Requisition Lines' bar is visible, and the 'Duplicate Charge by Vendor-USPS' line item is highlighted. The window displays various fields for requisition details, including Requisition ID, Status, and Description. Annotations 1 through 4 are present, corresponding to the steps in the list above.

## RECONCILING THE STATEMENT

Your JPMC Statement of Account and your requisition must match exactly. Complete the necessary additions and deletions to line items to make the records match.

You may want to clone your requisition prior to deleting any line items if you have a number of line items that are not on your current statement and will be on next month's statement.

1 When the requisition matches the Statement of Account, check the "Submit for Approval box" in the requisition screen, then click on the "Save" icon.

2 Once you have clicked "Save", you will see a message appear stating, "Record modifications successfully completed."

Sign and route your Statement of Account and associated documentation to your Approving Official in accordance with the P-Card Policy.

The screenshot shows the 'Manage Purchase Requisitions' interface. The top toolbar contains a 'Save' icon (a floppy disk) circled in red. The 'Submit for Approval' checkbox is checked and circled in red. The requisition details show a Requisition ID of 25526-1404, Requisitioner 25526 (DEWEY CASSIE L), and a Requisition Date of 12/21/2014. The 'Requisition Lines' table lists two items: 'CREDIT CARD PURCHASES ONLY' and 'SHIPPING AND HANDLING'. At the bottom, a message box displays the text 'Record modifications successfully completed.'

Line	Status	Line Type	Item	Description	Line Notes
1	In-Approval	S	#CREDIT CARD PURCHASE	CREDIT CARD PURCHASES ONLY	Government Scientific
2	In-Approval	S	#CREDIT CARD PURCHASE	SHIPPING AND HANDLING	GOVERNMENT SCIENTIFIC

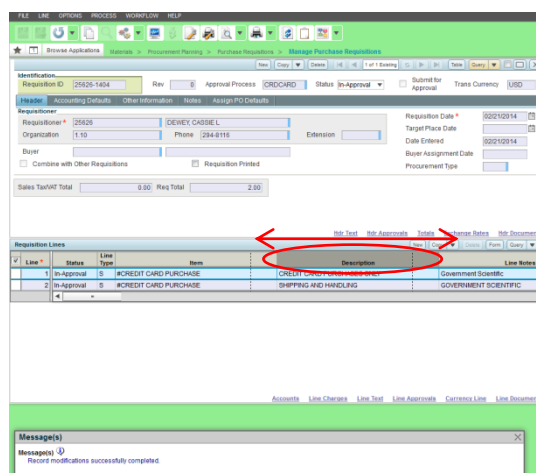
## Requisition Lines Fields

If you would like to change the “Requisition Lines” fields set up to fill out your P-card statement similar to Costpoint 6, please follow the steps below to move the columns in a different order.

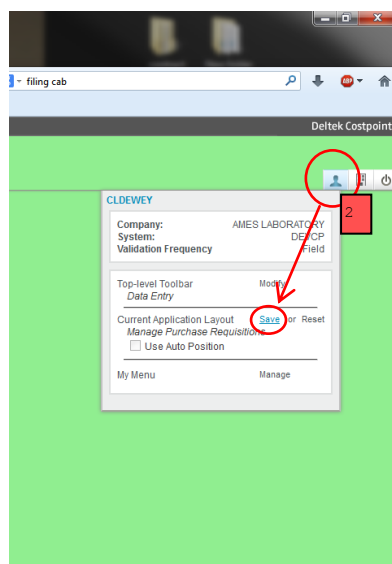
1. Move your cursor over the field you wish to move. Click inside the field, it should highlight and be movable. Move the field to the desired location.

**In Costpoint 6, fields were set up in the following order:**

- |                |                          |
|----------------|--------------------------|
| 1. Status      | 8. Est Unit Cost Amt     |
| 2. Line Rev    | 9. Est Extended Cost Amt |
| 3. Item        | 10. Requested Date       |
| 4. Description | 11. Internal Notes       |
| 5. Lines Notes | 12. Target Place Date    |
| 6. Quantity    | 13. Vendor Part          |
| 7. Req U/M     |                          |



2. When you are done moving your fields to the desired placement, click on the “Screen Configuration” Icon and click Save.



**Accounts**

Accounts are made up of Account Prefixes and Account Codes. To find the correct account combination, please use the chart below.

<b>Account Prefix</b>	<b>Program/ Department</b>
<b>50</b>	Research Programs
<b>60</b>	HR, IS, Occ Med, Safety
<b>65</b>	Purchasing
<b>70</b>	Program Burden
<b>75</b>	Acct, Audit, Budget, PA
<b>80</b>	LDRD

<b>Common Commodities</b>	<b>Account Code</b>
Office Supplies	<b>3050-01</b>
Lab Supplies	<b>3050-01</b>
Printed Material (Books)	<b>3070-01</b>
Professional Services (Under \$500)	<b>3110-08</b>
Shipping & Handling	<b>3130-01</b>

Example: If someone in the purchasing department buys a 2-hole punch, they will enter 65-3050-01.



## SENSITIVE PROPERTY LIST

Jan. 15, 2016

### DOE ORDER 580.1A Chg 1 (03/30/2012)

Sensitive property is potentially dangerous to the public safety or security if stolen, lost, or misplaced, or that shall be subject to exceptional physical security protection, control, and accountability. Examples include weapons, ammunition, explosives, controlled substances, radioactive materials, hazardous materials or wastes, or precious metals (48 CFR Subpart 45.101).

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### Sensitive Property Listing

- Precious Metals – including gold, silver, platinum, palladium, rhodium, iridium, ruthenium and osmium
- Radioactive Materials
- Hazardous Materials and Waste

*Whenever practical, sensitive property will be identified as US Government Property, Ames Laboratory. Precious Metals inventory will be managed through existing checkout processes and annual inventory.*

*Radioactive materials and hazardous materials/waste will not be entered in the asset database and will be managed through existing ESH&A policies and procedures.*



## APPENDIX 6

### SUBSCRIPTION/MEMBERSHIP APPROVAL

#### FOR CREDIT CARDS ONLY

Cardholders may use this form to place membership/subscription orders on their P-cards. This is in lieu of a Purchase Requisition.

Request Date: \_\_\_\_\_

Requestor\*: \_\_\_\_\_

Renewal:            \_\_\_ Yes            \_\_\_ No

Publication/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Justification: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Beginning Date: \_\_\_\_\_

End Date: \_\_\_\_\_

Cost: \_\_\_\_\_

Project Number: \_\_\_\_\_

#### APPROVED:

\_\_\_\_\_  
Mark Murphy, Chief Operations Officer

\_\_\_\_\_  
Date

\*Requestor should be name of member/subscriber.

**RETURN FORM TO:** \_\_\_\_\_  
Name/Room-Building